



Applicant Services Center
700 Fifth Avenue, Suite 2000
P.O. Box 34019
Seattle, WA 98124-4019

Phone: 206-684-8850
Hours: M/W/F, 7:30 am - 5:30 pm
T/Th, 10:30am - 5:30pm

SCREENING & SUBMITTAL CHECKLIST

Single Family Addition & Alteration **INDEX 7**

Project (A/P)Number: _____ **Date:** _____

Site Address: _____

Applicant Name: _____

LU Screener (initial): _____ **OS Screener (initial):** _____

APPLICANT REFERENCE INFORMATION (check for current versions)

- | | |
|--|--|
| <input type="checkbox"/> CAM 303 Applicant responsibilities & Plan Requirements in Single Family & 2-unit Dwellings | <input type="checkbox"/> CAM 303A Common Residential Code Requirements |
| <input type="checkbox"/> CAM 106 General Standards for All Plans | <input type="checkbox"/> CAM 316 Subject-to-Field Inspection Permits |
| <input type="checkbox"/> CAM 220 Lot coverage, Height & Yard Stds | <input type="checkbox"/> Other (see other CAMs, Director Rules, etc): _____ |
| <input type="checkbox"/> CAM 103 Site Plan Requirements | |

THIS CHECKLIST HAS BEEN PROVIDED TO ASSIST THE APPLICANT IN PREPARING A COMPLETE APPLICATION. THE REQUIREMENTS APPLY TO ALL PROJECTS UNLESS NOT APPROPRIATE FOR THE TYPE OF PROJECT. IT IS THE RESPONSIBILITY OF THE APPLICANT TO COMPLETE THE CHECKLIST FOR THE APPROPRIATE REQUIREMENTS. REFER TO THE ASSOCIATED SCREENING STANDARDS FOR FURTHER CLARIFICATION.

TYPE OF PLANS REQUIRED

- | | |
|---|--|
| <input type="checkbox"/> DPD Coversheet for each set of plans | <input type="checkbox"/> Grading Plan (could be on site plan if simple) |
| <input type="checkbox"/> Architectural/Structural Notes | <input type="checkbox"/> Building cross sections |
| <input type="checkbox"/> Land Use / Grading Notes | <input type="checkbox"/> Foundation Plans (if structural changes) |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Floor Plans |
| <input type="checkbox"/> DPD Standard Drainage/Erosion Control Plan (TESC) | <input type="checkbox"/> Exterior Elevations |
| <input type="checkbox"/> ECA Standard (planting) Mitigation Plan | <input type="checkbox"/> Framing Plans (if structural changes) |
| <input type="checkbox"/> Licensed Survey (to document non-conformities, contours for height bonus calc, etc) per City Datum | <input type="checkbox"/> Construction details (stairs, shear walls, footings, shoring, retaining walls, etc) |
| | <input type="checkbox"/> Other: _____ |

NUMBER OF PLANS REQUIRED (all sets must be identical)

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> (3) sets | <input type="checkbox"/> Additional (1) set for ECA |
| <input type="checkbox"/> Other: _____ | |

ADDITIONAL SUBMITTALS REQUIRED

- | | |
|--|--|
| <input type="checkbox"/> Financial Responsibility Form | <input type="checkbox"/> Short Plat / LBA Plans (preliminary or recorded) |
| <input type="checkbox"/> Contractor Disclosure Form | <input type="checkbox"/> Construction Agreement, Temporary Shoring, or Soils Report for deep cut @ property line |
| <input type="checkbox"/> Agent's Letter of Authorization from Owner | <input type="checkbox"/> Side Yard Easement |
| <input type="checkbox"/> Pre-application Site Visit Report | <input type="checkbox"/> Accessory Structure Agreement |
| <input type="checkbox"/> Equipment Sizing Worksheet | <input type="checkbox"/> Accessory Dwelling Unit (ADU/DADU forms) |
| <input type="checkbox"/> Target UA or System Analysis (if not using prescriptive path) | <input type="checkbox"/> ECA exemption: # _____ |
| <input type="checkbox"/> Beam calculations(gravity load calcs) | <input type="checkbox"/> Pre-Application Form for Addressing approved prior to intake |
| <input type="checkbox"/> Geotech/Soils Report (3 copies) | <input type="checkbox"/> ECA covenants |
| <input type="checkbox"/> Lateral Engineered Calculations | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Prescriptive Lateral Design | |

SCREENING & SUBMITTAL CHECKLIST*Single Family Addition & Alteration**Index 7***LAND USE CONSIDERATIONS** (check the Land Use Code for specific development standards)

- | | |
|--|---|
| <input type="checkbox"/> Sloping lot height bonus | <input type="checkbox"/> Existing Non-conformities (survey required) Seattle |
| <input type="checkbox"/> Front yard averaging | <input type="checkbox"/> Land use Code 23.42.100 |
| <input type="checkbox"/> MUP/LBA/Short Plat number/Variance
A/P# _____ Recording# _____ | <input type="checkbox"/> SEPA for non-construction related grading in ECA
or construction over water |
| <input type="checkbox"/> Special accessory uses (ADU, DADU, Adult Family
Home) | <input type="checkbox"/> Historical Review District or Historical Landmark |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Shoreline |

CONSTRUCTION CONSIDERATIONS (check the Building Code for specific development standards)

- | | |
|---|---|
| <input type="checkbox"/> Height/Stories/Area/Type of Construction shown | <input type="checkbox"/> Deep Excavation at property line |
| <input type="checkbox"/> Demolition required | <input type="checkbox"/> Tenant Relocation required |
| <input type="checkbox"/> Compliance with SRC and/or SBC | <input type="checkbox"/> Other: _____ |

COMMENTS:

Provide a copy of this completed and/or marked-up checklist at all additional screenings or intake appointments.

READ AND SIGN THE STATEMENT BELOW FOR DROP-OFF APPLICATIONS.

I verify that I am complying with all of the submittal requirements appropriate to this project, and I acknowledge that failure to submit all of these requirements may result in my application not being accepted and/or may extend the length of time needed to review the project and issue the permit.

Applicant Signature: _____ Date: _____